

Plat Submittal & Review Application – City of Richmond
Return Your Submittal to the Permits Department
600 Morton Street, Richmond, TX 77469 – 281.232.6871



SUBMITTAL TYPE:

- | | | |
|---|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Short Form Final Plat |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Re-Plat | <input type="checkbox"/> Administrative (Minor) Plat |
| <input type="checkbox"/> Land Plan/Concept Plan | <input type="checkbox"/> Vacating Plat | <input type="checkbox"/> Plat Variances |

PROJECT NAME: _____

City Limits ☐ ETJ ☐ Geographic Location/Address: _____

PROJECT REPRESENTATIVE: Engineer ☐ Land Planner ☐ Surveyor ☐ Other _____

Company: _____ Phone: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Fax: _____

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date of submittal.

Project Representative's Signature (Required) (if owner is also the Representative, must complete both)
Date

PROPERTY OWNER INFORMATION: (Please Note – Property Owner's Information Must be provided):

Name(s): _____

Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Fax: _____

PROPERTY OWNER'S AUTHORIZATION (Required): I am the owner of the property for which this application is being made. I authorize the above person (Project Representative) to submit this application and to correspond with the City of Richmond regarding this application on my behalf.

Property Owner's Signature (Required) (if owner is also the Representative, **Must Complete Both**) Date

Survey & Abstract No. _____

Total Acreage _____ No. of Lots _____ Acres in Reserve _____

MUD: _____ LID: _____

School District: _____ Other: _____

Types of Uses (Check all that apply)

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Mixed Use | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Business/Office | |
| <input type="checkbox"/> Commercial/Retail | <input type="checkbox"/> Restaurant/Food Service | |

Is this a re-plat of a recorded existing subdivision? ☐ Yes ☐ No – If yes, provide the following information:

Existing Subdivision Name: _____

Date Filed: _____ Slide No. _____ Original Number of Lots: _____

Was the existing subdivision restricted to single-family? ☐ Yes ☐ No

FEE CALCULATIONS: (Payable to “City of Richmond”)

Plat Types	Fee Item	Item Unit	Item Quantity	Unit Fee	Totals
Preliminary & Final Plats	Base Fee	1	1 X \$750.00 = \$750.00		
	Residential Single-Family, per lot	Lots >	X \$5.00 =		
	Commercial & Reserve Acreage, per acre fee	Acres >	X \$15.00 =		
Administrative/Minor Plat Amending Plat Land Plan/Concept Plan (Minor Amendment) Re-Plat Short Form Final Plat Vacating Plat	Per Submittal	--	X \$750.00		
Land Plan/Concept Plan	Per Submittal	--	X \$2,000.00 + \$10.00 per acre (max. \$3,500.00)		
Land Plan/Concept Plan (Major Amendment)			X \$1,500.00 + \$10.00 per acre (max. \$3,500.00)		
Plat Variance	Variance Review, Per Item	Items >	X \$450.00 =		

Grand Total \$_____